

AUTOMATED TRANSACTION TERMINALS

VERSION 5.00 SOFTWARE

USER'S GUIDE

(Revised February 2000)

**Pacific Halibut and Sablefish
Individual Fishing Quota (IFQ) Program**

PROGRAM

TEST CARD PIN -- 3344

Restricted Access Management (RAM)
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Electronic IFQ Harvest Reporting System

Introduction	4
Electronic Reporting Requirements	4
Access to Electronic Transaction Terminals	4
Terminal Installation and Set-up	5
Installation Requirements	5
Diagram of the Transaction Terminal Keypad	6
Transaction Terminal Keypad and Display	7
Using the Keyboard and Function Keys	7
Entering Numbers	7
Entering Letters	7
Entering Spaces	7
Selecting or Canceling a Function	8
Entering Data	8
Verifying Data and Correcting Mistakes	8
Using the Transaction Terminal	9
Before you use the terminal for the first time	9
Activating the Printer	9
Activating the Terminal	9
Selecting the Dialing Parameters	10
To alter the dialing prefix or suffix	10
Dialing into the Host Computer	10
Vessel and IFQ Balances	11
Vessel Balance	11
IFQ Balance	11
Making Landing Reports	11
Vessel Landing	11
IFQ Landing	12
For Concurrent Landings of IFQ Halibut and IFQ sablefish	13
Reprinting a Fish Ticket	13
Downloading of new ATM software	13
Troubleshooting Problems	14
Unresponsive Terminal	14

Power Outage	14
Restarting an IFQ Application	14
Setting the Terminal Date and Time	14
Error Messages	15
Service, Supplies, Repairs and Replacements	16
Expendable Supplies	16
Terminal Warranty, Repair, and Replacement	16
Contact Numbers for Assistance with IFQ Program	17
Office of Enforcement	17
Other Enforcement Locations	17
Restricted Access Management	17
Sustainable Fisheries	17
Product (delivery) Code List for Reporting IFQ Species	18
IFQ SABLEFISH Product/Delivery Code	18
IFQ and CDQ HALIBUT Product/Delivery Code	18
Gear Code List	19
Port of Landing Codes	20
Alaska	20
California	20
Oregon	20
Washington	20
Canada	20

Introduction

Welcome to the electronic data reporting system for the Individual Fishing Quota (IFQ) Program. This system offers an innovative and convenient approach to fisheries reporting. IFQ Permit Cards (with magnetic strips), Personal Identification Numbers (PINs), and electronic transaction terminals and printers (driven by custom designed software) are used to record IFQ landings of Pacific halibut and sablefish. Used properly, this system will provide real-time landings data and allow IFQ cardholders convenient access to up-to-date vessel and IFQ account information.

The transaction terminal and the printer can be used with the IFQ Permit Card to retrieve and monitor vessel and account balances and recent landings data, or to report an IFQ landing.

This User's Guide is intended to provide clear and simple instructions for setting up, testing, and operating the electronic transaction terminal and printer. Please take a few minutes to read this guide carefully.

Electronic Reporting Requirements

All IFQ landings ***must*** be reported by Registered Buyers, using the electronic reporting system. If, for any reason, you are unable to comply with this requirement, you must notify the NMFS Office of Enforcement to seek a waiver from this requirement and permission to use alternative reporting methods. The Office of Enforcement can be reached at 800-304-4846 option 1 or (in Juneau) at 907-586-7225 (other locations and contact numbers are listed at the end of this Guide).

Access to Electronic Transaction Terminals

The transaction terminal and printer units are the property of NMFS. The terminal has been placed with you to facilitate reporting of IFQ landings by Registered Buyers. We request (but cannot require) that you make your terminal available to others who may have need of one.

Terminal Installation and Set-up

Installation Requirements

The electronic transaction terminal and printer require installation in a secure and dry location, protected from weather and saltwater.

Transaction terminal/printer sets require two 110 volt a.c. electrical outlets and one standard telephone jack. The terminal does not have to be continuously connected to a dedicated telephone line, but may be connected with a modular jack as necessary. **To protect the terminal and printer and to prevent disruption of your IFQ reporting and monitoring activities, we strongly recommend the use of a surge protector with this equipment.**

Diagram of the Transaction Terminal Keypad

<p style="text-align: center;">< IFQ CATCH > V5.00 WED 03/15/00 12:01 PM</p>					
LAND IFQ	CONFISC	PRINT FT	NEW CARD		
LAND VSL	Q Z □	A B C	D E F	<BACK SPACE	
	1	2	3		
IFQ BAL	G H I	J K L	M N O	RE- DSPLY	
	4	5	6		
VSL BAL	P R S	T U V	W X Y	> SCAN	
	7	8	9		
ALPHA	CLEAR ----- NO	. * # 0	ENTER ----- YES FUNC	SPEC	

Transaction Terminal Keypad and Display

Using the Keyboard and Function Keys

You will use the following function keys and the alpha-numeric keypad. Other function keys are not operable. The terminal will prompt you for data according to the function you select. Sample transactions are presented later in this guide.

<u>Function Key</u>	<u>Purpose</u>
VSL BAL	Obtain a current annual vessel balance
IFQ BAL	Obtain a current annual IFQ account balance
LAND VSL	Step 1 of a landing report
LAND IFQ	Step 2 of a landing report
CONFISC	FOR ENFORCEMENT USE ONLY
PRINT FT	Reprint a fish ticket
NEW CARD	End of a function or End of terminal use
blank right of RE-DSPLY	Dialing Parameters
ALPHA	Access the alphabet function of the alpha-numeric keyboard
◀BACKSPACE	Backspace or scan backwards through the menu
▶SCAN	Scan menu options
RE-DSPLY	Return to previous screen

Entering Numbers

Use the keypad to enter numeric data.

Entering Letters

Each number key also has three letters. To enter a letter, you must access the alphabet function of the alpha-numeric keys and choose the correct alphabetic character. Press **ALPHA** once, twice, or three times to indicate the position of the desired letter on the key, then press the keypad number on which the letter is printed. For example, "A" is the first of the three letters on the number **#2**. To enter "A," press **ALPHA** once and then press the **#2**. Similarly, to enter "B," which is the second letter on the **#2**, press **ALPHA** twice, then press the **#2**. To enter "C," press **ALPHA** three times and then press the **#2**.

Entering Spaces

The symbol □ (the third character in the alphabet function of the **#1**) represents a blank space. To enter a space, press **ALPHA** 3 times and then press the **#1**.

Selecting or Canceling a Function

To select a function from the main menu, either press the desired function key or use the arrow keys (◀**BACKSPACE** and ▶**SCAN**) to move to the desired function; press **ENTER**, or press the corresponding number on the keypad.

To cancel the current function, press the **CLEAR/NO** key at any time during data entry. The terminal will return to the main menu and allow you to select another function. If you press **CLEAR/NO**, no information will be sent to or from the host; re-enter everything for that function.

Entering Data

The terminal will prompt you to enter data according to the function you select. To ask for information such as the vessel ADF&G number, the terminal will prompt you like this: "Enter Vessel ADF&G #."

To complete your entry, press the **ENTER/YES** key. If you enter the maximum number of characters allotted to a particular entry, the data will automatically be entered after you enter the last character. You do not have to press the **ENTER/YES** key.

Verifying Data and Correcting Mistakes

Before the information is transmitted to the host computer, you have an opportunity to verify what you have entered and, if necessary, correct data entry mistakes.

Each time you key in data and press **ENTER/YES**, the display will repeat the entered data and ask you to verify it by pressing **ENTER/YES** only if the information is correct. If the information is incorrect,

1. Press the **RE-DSPLY** key;
2. Backspace to erase the error;
3. Key in the correct data;
4. Press **ENTER/YES**.

Note: If the **CLEAR/NO** key is pressed to correct an entry, the system will return to the initial Main Menu screen and you will need to restart the desired function from the beginning.

Once data has been transmitted, corrections to your landing information can be made only by contacting the Office of Enforcement.

Using the Transaction Terminal

Before you use the terminal for the first time

1. Find a protected location near outlets and a telephone jack for the terminal and printer.
2. Install the ribbon and paper in the printer.
3. Connect the power cords and the cable linking the terminal to the printer.
4. Use the test card to ensure the terminal is working properly: swipe the test card and enter the PIN as **3344**.
5. Select **IFQ BAL** key or scan to menu selection (**2 - IFQ Balance**) to test the terminal. The printer should eject a sample IFQ balance receipt.

**If you are unable to complete a connection on this test, please call
NMFS/RAM at 800-304-4846 or (in Juneau) at 907-586-7202
or 907-586-7441 for assistance.**

Activating the Printer

Turn on the power switch on the rear right side of the printer. Push the SEL button on the front of the printer. Both the power and the SEL lights will come on. The printer is now ready to print.

Activating the Terminal

The transaction terminal has no on/off switch. Once connected to a power system, the terminal will automatically turn on. When the Terminal is ready to be activated for IFQ functions, the display screen will read **<IFQ CATCH>**, the version of software and the date and time. If the screen display reads differently, press **CLEAR/NO** until the **<IFQ CATCH>** message appears.

To activate the transaction terminal, swipe the card through the slot with the magnetic strip facing down and to the right. The terminal will ask for your Personal Identification Number (PIN). Enter the PIN. If the PIN was entered correctly, the main menu will appear. Otherwise, a PIN error will occur press any key and reenter the correct PIN. You will get three chances to enter the correct PIN. After that, you will have to swipe the card again. When the correct PIN has been entered, the screen will display the first of the Main Menu options and request a function.

Selecting the Dialing Parameters (complete only once unless your phone system changes)

1. Press the third button down on the far right, using the **SCAN** key, progress through the menu selections to the **8 - Dialing Parameters** function and press the **ENTER/YES** key or from the main menu, press **#8**.
2. Choose option 1 (Show Phone Number). The prefix and telephone number will each be displayed for 4-seconds.
3. Choose option 3 (Select Phone Number) and select the appropriate number:
To install the FTS toll free number, choose 1-800-441-6637.
To install the local Juneau number, choose 586-7290.
To install the toll free number, choose 1-800-770-3880
To install the toll number for INMARSAT or a foreign country choose 586-7290.
4. If you also need a dialing prefix, such as a satellite or country code. Choose 2 (Enter Dialing Prefix), and enter the correct prefix.
5. Enter what the terminal must dial to make your selected dial-up number work.
Example: 1P907 would have to be entered if using phone number 2. To enter a pause in the prefix, use the character "P". A standard entry would be 9P.
6. Choose 0 - Previous Menu to return to main menu.

To alter the dialing prefix or suffix

1. Choose 2 (Enter Dialing Prefix).
2. Enter the new prefix.
3. Press **ENTER/YES** to enter prefix.
4. Press **ENTER/YES** again to verify.

Dialing into the Host Computer

When you have entered all the information, the terminal will dial into the main database in Juneau, Alaska, to process the transaction. If there are problems, you will be prompted to retry the transaction. To retry, press **ENTER/YES**. To cancel, press **CLEAR/NO**. If you cancel the transaction, no information will be sent to or from the host and you will have to reenter everything for that function. If your dial-up is repeatedly unsuccessful, check the dial-up number. Alternatively, the main computer may be temporarily unavailable. In that event, contact the Office of Enforcement.

Vessel and IFQ Balances

Vessel Balance. To get the remaining vessel balance

After swiping your card and entering the correct PIN

1. The Main Menu display will request a function (**Enter function to run**) and present the first of the Main Menu options (**1 - Vessel Balance**). Press **VES BAL** (Vessel Balance) key, press **ENTER/YES** or press **#1**.
2. Enter the vessel ADF&G number and verify;
3. Terminal will dial in and retrieve the vessel balance information;
4. Balance information will be printed. If the cardholder is finished, end with **CLEAR/NO** or continue with additional transactions for the current cardholder.

IFQ Balance. To get the remaining IFQ account balance

1. From the Main Menu display, press **IFQ BAL** (IFQ Balance), scan down to **2 - IFQ Balance** on the menu and press **ENTER/YES** or press **#2**.
2. Terminal will dial in and retrieve balance information;
3. Balance information will be printed. If the cardholder is finished, end with **CLEAR/NO** or continue with additional transaction for the current cardholder.

Making IFQ Landing Reports

Electronic reporting of an IFQ landing report requires that you start with vessel data entry **LAND VSL** (Vessel Landing) and proceed to IFQ landing information **LAND IFQ** (Landing Pounds). For each new statistical area, each new cardholder for a delivering vessel, or when you are finished using the terminal, end with **NEW CARD** ("Next Card or End").

Vessel Landing. To start a vessel landing report.

1. Press **LAND VSL** (Vessel Landing) key, scan down to **3 - Vessel Landing Info** on the menu and press **ENTER/YES** or press **#3**;
2. Enter vessel's ADF&G Number and verify;
3. Enter your Registered Buyer ID number and verify.
4. Enter Port Number and verify. You will need to enter the 3 digit port number corresponding to the port name. There is a list of port names and numbers at the end of this manual.
5. Enter measurement type and verify. If measurement is in pounds, choose **#1**. If measurement is in metric tons, choose **#2**;
6. Enter the gear type used on the vessel (see list below) and verify.

7. Enter the product codes that describe the way your fish are weighed (use the numbering system on the Alaska groundfish fish tickets or see the list below). Press **ENTER/YES** after each product code. After entering all appropriate product codes, press **0 (zero)**. You can enter up to 9 different product codes (also called delivery or condition codes) for one landing. For example, if you wanted to report 3 types of sablefish, delivery codes 1 (round), 7 (Western cut), and 8 (eastern cut), then you would enter 01, press **ENTER/YES**, enter 07, press **ENTER/YES**, enter 08, press **ENTER/YES**, and then 0. When you enter 0, the terminal will not ask for any more product codes.
8. This completes the vessel landing portion of the landing report. The display screen will return to the initial Main Menu display (**Enter function to run. 4--IFQ LANDING POUNDS**).

IFQ Landing

1. To enter an IFQ landing, FIRST COMPLETE A VESSEL LANDING **LAND VSL** (above);
2. Choose **LAND IFQ** (IFQ Landing) key, scan down to **4 - IFQ Landing Pounds** on the menu and press **ENTER/YES** or press **#4**;
3. Enter the 6 digit ADF&G Statistical Area for a cardholder and verify;
4. Enter the Fish Ticket Number including the ALPHA characters and year. Here is an example of a complete Fish Ticket: G00002121. Verify when complete;
5. Enter the Sold Weight for the first product code entered and verify. This is the weight of IFQ fish you are delivering for commercial purposes;
6. Enter the Retained Weight for the first product code entered and verify. This is the weight of IFQ fish you are retaining for your personal use; if you are not retaining any portion of the catch for your personal use, enter 0 (zero) and press **ENTER/YES**.
7. Repeat steps 6 and 7 until all the weights for all product codes are entered and verified;
8. The terminal will dial the host computer and record the IFQ landing;
9. An IFQ Catch Receipt will be printed;

Important note: If any of the information on the printed receipt is garbled, **DO NOT RE-ENTER the IFQ Landing Data**. NMFS has received the information already. Select "REPRINT TICKET" option, press **ENTER/YES**, enter the Fish Ticket number, and verify it. The Transaction Terminal will redial the host, retransmit the information, and your printer will reprint a clear copy of the receipt. If the receipt is still garbled or incomplete, call NMFS.
10. After the transaction has been printed, the terminal display will return to the Main Menu.
11. If you wish to enter additional Statistical Areas on a permit card, Choose **LAND IFQ** and repeat steps 3-11.
12. If additional cardholders wish to make landing reports from the same vessel and same species, choose **NEW CARD**, press **ENTER/YES**; swipe new card and enter new PIN; and repeat steps 2-11 for each additional card holder.

13. **To end an IFQ transaction**, press **CLEAR/NO**. This ends your transaction and returns the display screen to the **<IFQ CATCH>** display. No further transactions may be made at this point without swiping an IFQ card through the terminal and entering the correct PIN.

For Concurrent Landings of IFQ Halibut and IFQ sablefish

If you have completed reporting a landing of one IFQ species and wish to report a concurrent landing of another IFQ species, you must end the first IFQ transaction by pressing **CLEAR/NO** and then re-activate the terminal by swiping your IFQ card for the new species. For example, if you have just completed reporting a landing of sablefish and wish to report a concurrent landing of halibut, you must clear the terminal of your sablefish IFQ card, swipe your halibut IFQ card, enter your **PIN**, and repeat the **VESSEL LANDING** and **IFQ LANDING** reporting process described above for the halibut landing.

**TO PROTECT YOUR ACCOUNT, ALWAYS PRESS
the CLEAR/NO key or the NEW CARD key
BEFORE LEAVING THE TERMINAL!**

Reprinting a Fish Ticket.

1. Choose **PRINT FT** (Reprint Fish Ticket) key, scan down to **5 - Reprint Fish Ticket** on the menu or press **#6**;
2. Enter the complete Fish Ticket Number;
3. The terminal will dial the host computer and retrieve landing information;
4. IFQ Catch Receipt will be printed. End with **NEW CARD** or **CLEAR/NO**.

Downloading of new ATM software

There may be new upgrades to the ATM software during the coming years. You are able to complete the upgrade of the terminal through the phone lines. When trying to perform a transaction, once the terminal connects to the host, your terminal will know that an upgrade has been done on the host. It will tell you that you need to upgrade the software.

1. Swipe your test card.
2. Enter the PIN: 3344
3. Press **#7** (System)
4. Press **ENTER/YES** (Download Software)
5. The terminal will ask you if you are sure that you want to download.
6. Press **ENTER/YES**
7. The terminal will dial the host computer and download the latest and greatest ATM software. The procedure requires only a few minutes.

You will be able to complete your transaction once the new software has been downloaded.

Troubleshooting Problems

If you have problems with electronic reporting, try the following procedures. If these fail to activate the terminal, contact the Office of Enforcement for assistance and reporting instructions.

Unresponsive Terminal

If the terminal hangs up (becomes unresponsive), especially during dialing, restart the application using the procedure listed below. However, please wait a few minutes to confirm the terminal is hung up before taking this step.

Power Outage

When power is disconnected to the terminal, the device remembers where it was. When power is reconnected, the terminal starts up in the exact spot it left off. However, after a power failure, you will often want to restart the application because what you were doing is probably no longer valid. It is generally best to restart the application (unless at the time of the power loss it was simply waiting for a card swipe).

Restarting an IFQ Application. To restart the IFQ Application,

1. Disconnect power to the terminal;
2. Hold down the **CLEAR/NO** key while applying power until characters appear on the display;
3. Press **ENTER/YES** at the date prompt;
4. Press **ENTER/YES** at the time prompt;
5. Choose 0 (Start APP) to restart the IFQ Application.

Setting the Terminal Date and Time

1. Disconnect power to the terminal;
2. Hold down the **CLEAR/NO** key while applying power until characters appear on the display;
3. If the date is incorrect, press **CLEAR/NO**, enter the correct date then press **ENTER/YES**;
4. If the date is correct, press **ENTER/YES**;
5. If the time is incorrect, press **CLEAR/NO**, enter the correct time then press **ENTER/YES**. The time should be set to a 24-hour clock;
6. If the time is correct, press **ENTER/YES**;
7. Choose 0 (Start APP) to restart the IFQ application.

Error Messages. If, after dialing into the database, an error message indicates a database error occurred.

1. Read the error message;
2. Press the **ENTER/YES** key;
3. If a data entry error occurred, you will be prompted to reenter the data and try again;
4. If a fatal error occurred, you will be returned to the Main Menu.
Choose **NEW CARD** or **CLEAR/NO** ("Next Card or End") to end this session --
reswipe the card and try again.

Service, Supplies, Repairs and Replacements

Expendable Supplies

Terminals placed in public locations, such as Harbor masters' offices, will be fully supported by the RAM; the support will include such expendable supplies as ribbons and paper.

For machines placed with private persons or companies, we are enclosing several rolls of 2-ply paper. You are responsible for providing additional paper, and for replacing ribbons as necessary. Supplies are available from the vendor (address below), or possibly from an office supply company. You may use 2 or 3 part paper.

Terminal Warranty, Repair, and Replacement

Please treat this equipment with respect and it will serve both you and the IFQ program well. The warranty period began when NMFS acquired the terminals and printers in October, 1994. In the event your terminal or printer malfunctions during the warranty period, you must contact Enforcement about complying with reporting requirements, and you also must report the problem to RAM, at 800-304-4846, or (in Juneau) 907-586-7202. You will be instructed on how to return the inoperable equipment with documentation to us for warranty servicing, and we will send you a replacement. You should retain the original shipping boxes and packing for this purpose.

After the warranty period, we will accommodate repairs and replacements as our budget allows, but we cannot guarantee that we can replace your terminals and printers at Government expense.

Contact Numbers for Assistance with IFQ Programs

Alaska Region, National Marine Fisheries Service

<u>Office of Enforcement</u>	<u>Telephone</u>	<u>Facsimile</u>
<u>Juneau</u> NOAA - Office of Enforcement PO Box 21767 Juneau, AK 99802-1767	(800) 304-4846 (907) 586-7225	(907) 586-7313
<u>Other Enforcement Locations</u>		
Anchorage, AK	(907) 271-3021	(907) 271-4915
Dutch Harbor, AK	(907) 581-2061	(907) 581-2064
Homer, AK	(907) 235-2337	(907) 235-2209
Ketchikan, AK	(907) 247-5804	(907) 247-5810
Kodiak, AK	(907) 486-3298	(907) 486-6868
Petersburg, AK	(907) 772-2285	(907) 772-2287
Seward, AK	(907) 224-5348	(907) 224-5349
Sitka, AK	(907) 747-6940	(907) 747-6541
<u>Restricted Access Management</u>		
<u>Juneau</u> NMFS/RAM PO Box 21668 Juneau, AK 99802-1668	(800) 304-4846 (907) 586-7202	(907) 586-7354
<u>Sustainable Fisheries</u>		
<u>Juneau</u> NMFS/Sustainable Fisheries PO Box 21668 Juneau, AK 99802-1668	(800) 304-4846 (907) 586-7228	(907) 586-7465
<u>Kodiak</u> NMFS/Sustainable Fisheries 1211 Gibson Cove Rd. Kodiak, AK 99615	(907) 481-1780	(907) 481-1781
<u>Dutch Harbor</u> NMFS/Sustainable Fisheries 410 Airport Beach Rd., Ste. 101 Dutch Harbor, AK 99692	(907) 581-2062	(907) 581-3356

Product (delivery) Code List for Reporting IFQ Species

IFQ SABLEFISH

Product/Delivery Code	Description
01	Whole Food Fish
02	Whole Bait Fish
03	Bled Only
04	Gutted Only
07	Headed and Gutted, Western cut
08	Headed and Gutted, Eastern Cut
10	Headed and Gutted, Tail Removed
20	Fillets with Skin and Ribs
21	Fillets with skin, no Ribs
22	Fillets with Ribs, no Skin
23	Fillets, Skinless and Boneless
32	Fish Meal
51	Whole Fish/Food with ice/slime
54	Gutted Only with ice/slime
57	H&G, Western Cut, with ice/slime
58	H&G, Eastern Cut, with ice/slime

- Notes:**
1. You may only use a few of these sablefish codes for IFQ fishing activities. These codes were developed for groundfish reporting; many are used primarily by at-sea processor vessels.
 2. If you process your sablefish, report only your primary products (the ***one*** product made from each fish that represents the largest portion of the fish weight).
 3. If you need a more detailed explanation of the codes, or if you wish to report a sablefish product form that is not on this list, contact NMFS/RAM at 800-304-4846 option 2 or 907-586-7202 or FAX 907-586-7354.

IFQ and CDQ HALIBUT

Product/Delivery Code	Description
04	Gutted, Head On
05	Gutted, Head Off
54	Gutted, Head On, with ice/slime
55	Gutted, Head Off, with ice/slime

- Note:**
1. Halibut may only be reported with these four codes; the International Pacific Halibut Commission ***requires*** that you dress your halibut prior to landing.

Gear Code List

IFQ GEAR

CODE

5

15

25

26

61

91

GEAR DESCRIPTION

Hand Troll

Power gurdy troll

Dinglebar troll

Jigs

Hook-and-line

Pot

Port of Landing Codes

<u>ALASKA</u>		<u>ALASKA cont.</u>		<u>CALIFORNIA</u>	
186	Adak	153	Old Harbor	500	Eureka
101	Akutan	155	Pelican	501	Fort Bragg
102	Akutan Bay	156	Petersburg	599	Other
103	Alitak	157	Point Baker		
104	Anchor Point	158	Port Alexander		<u>OREGON</u>
105	Anchorage	159	Port Bailey	600	Astoria
106	Angoon	160	Port Graham	602	Lincoln City
107	Atka	161	Port Protection	603	Newport
108	Auke Bay	162	Portage Bay, Petersburg	604	Warrenton
109	Baranof Warm Springs	163	Resurrection Bay	699	Other
110	Beaver Inlet	164	Sand Point		
112	Captains Bay	165	Savoonga		<u>WASHINGTON</u>
113	Chignik	166	Seldovia	700	Anacortes
114	Chinitna Bay	167	Seward	701	Bellevue
115	Cordova	168	Sitka	702	Bellingham
116	Craig	169	Skagway	703	Edmonds
117	Dillingham	170	St George	704	Everett
118	Douglas	171	St Lawrence	706	Fox Island
119	Dutch Harbor	172	St Paul	707	Ilwaco
121	Edna Bay	173	Tee Harbor	708	La Conner
122	Egegik	174	Tenakee Springs	709	Mercer Island
123	Elfin Cove	175	Thorne Bay	710	Nagai Island
124	Excursion Inlet	176	Togiak	711	Port Angeles
125	False Pass	177	Toksook Bay	712	Port Orchard
126	Girdwood	178	Tununak	713	Port Townsend
127	Gustavus	179	Ugadaga Bay	714	Ranier
128	Haines	180	Unalaska	715	Seattle
130	Halibut Cove	181	Valdez	799	Other
131	Hollis	182	West Anchor Cove		
132	Homer	183	Whittier		<u>CANADA</u>
133	Hoonah	184	Wrangell	800	Port Edward
134	Hyder	185	Yakutat	801	Port Hardy
135	Ikatan Bay	499	Other	802	Prince Rupert
136	Juneau			899	Other
137	Kake				
138	Kasilof				
139	Kenai				
140	Kenai River				
141	Ketchikan				
142	King Cove				
143	King Salmon				
144	Kipnuk				
145	Klawock				
146	Kodiak				
147	Mekoryuk				
148	Metlakatla				
149	Naknek				
150	Nikiski				
151	Ninilchik				
152	Nome				

